

Annual Report Cover Letter Example

Place on state stationery and remember to include award number.

Name of current GMO
Grants Management Officer
Procurement and Grants Office
2920 Brandywine Road, Suite 3000
Mailstop E-18
Atlanta, GA 30341

Re: Cooperative Agreement U58/CCU _____
Program Announcement 03022/Component 5—Arthritis
Annual Report

Dear _____:

Enclosed is the annual report for <state health department>. The report addresses the first project year, June 30, 2003, through June 29, 2004, as required by the Centers for Disease Control and Prevention Program Announcement Number 03022, "Chronic Disease and Health Promotion Programs Component 5—Arthritis."

If you have any questions regarding this report, please feel free to contact me at _____.

Sincerely,

/s/
Principle Investigator/Director